

TRAINING

This category deals with policy, plans, procedures, operations, and other material related to training of Agency personnel.

DISPOSAL AUTHORITY NCI-310-77-2

*** Retention Period ***

TRN TRAINING

General material pertaining to Agency training too broad to be filed in subjects below.

(item 404a)

Originating office:

Destroy when 3 years old.

(item 404b)

All other offices:

Destroy when 2 years old.

TRN 1 POLICY

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

(item 403a)

Originating office:

Retire to Federal Records Center (FRC) when 10 years old. Destroy when 20 years old.

(item 403b)

All other offices:

Destroy when superseded or obsolete.

EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.

TRN 2 REPORTS AND STATISTICS

Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.

*** Retention Period ***

TRN 2 *(continued)*

a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

(item 404a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 404b)

All other offices:

Destroy when no longer needed for reference, but no longer than 3 years.

b. Agency copy of above reports.

(item 405a)

Originating office:

Destroy when 3 years old.

(item 405b)

All other offices:

Destroy when superseded or obsolete.

c. All other reports.

(item 406a)

Originating office:

Destroy when 2 years old.

(item 406b)

All other offices:

Destroy when 2 years old.

TRN 2-1 Activity Reports

Summaries of specific action or work performed by program or administrative personnel.

(item 3056a)

Originating office:

Destroy when 2 years old.

+[(Disp. Auth. GRS-23-1)]+

(item 3056b)

All other offices:

Destroy when 2 years old.

+[(Disp. Auth. GRS-23-1)]+

* Retention Period *

TRN 3 COMMITTEES, MEETINGS

Committees and meetings relating to TRN program functions not having long-term significance. Subdivide committees and meetings, if necessary, and show name and date span on folder.

(item 408a)

Originating office:

Destroy when 2 years old.
+[(Disp. Auth. GRS-16-8-a)]+

(item 408b)

All other offices:

Destroy when 2 years old.
+[(Disp. Auth. GRS-16-8-a)]+

Case file record copy of minutes and related material, including agendas, of substantive or significant committees or meetings concerned with broad aspects of TRN, such as advisory organizations, and interagency committees. Includes committees or records maintained by Agency TRN representatives on committees to carry out responsibility of assignments.

(item 409a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 409b)

All other offices:

Destroy when 2 years old.

TRN 3-1 Arrangements

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work papers, acceptances, and regrets.

(item 410a)

Originating office:

Destroy when 1 year old.

(item 410b)

All other offices:

Destroy when 1 year old.

*** Retention Period ***

TRN 4 PLANS AND ESTIMATES

Material relating to Agency or program long and short-range group training plans and estimates. Subdivide by specific type of plan if necessary

EXCEPT: Individual employee training plan. See TRN 8 of this primary subject.

Background and working files.

(item 411a)

Recordkeeping Copies:

Destroy when 5 years old or 5 years after completion of a specific training program.
[GRS 1, Item 29a(1)]

(item 411b)

Recordkeeping Copies:

Destroy when 3 years old.
[GRS 1, Item 29a(2)]

TRN 5 TRAINING PROGRAMS

General material including information requests relating to training courses or programs not covered by tertiary subjects below.

NOTE: Specific training courses/programs should be case filed by course title under the appropriate tertiary below; and, if necessary, subdivide by type of training; i.e., technical, managerial, supervisory, or clerical.

(item 412a)

Originating office:

Destroy when 5 years old or when superseded or obsolete, whichever is sooner. [GRS 1, Item 29b]

(item 412b)

All other offices:

Destroy when 2 years old.

TRN 5-1 In-House Training

General material relating to in-house training courses developed and/or sponsored by the Agency.

(item 413a)

Originating office:

Destroy when 5 years old or 5 years after completion of a specific training program.
[GRS 1, Item 29a(1)]

(item 413b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

TRN 5-1 (continued)

Master file of specific in-house training program or courses developed by Agency offices including material and description of courses and teaching aids used. Subdivide by type of training.

(item 414a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 414b)

All other offices:

Destroy when superseded or obsolete.

TRN 5-2 Departmental Training

General material relating to course or program sponsored by the Department.

(item 415a)

Recordkeeping Copies:

Destroy when 5 years old or 5 years after completion of a specific training program. [GRS 1, Item 29a(1)]

Case file material related to specific courses or programs sponsored by the Department.

(item 416a)

Recordkeeping Copies:

Destroy when 5 years old or 5 years after completion of a specific training program. [GRS 1, Item 29a(1)]

TRN 5-3 Interagency Training

General material relating to courses or programs sponsored by other agencies within the Department.

(item 417a)

Recordkeeping Copies:

Destroy when 5 years old or when superseded or obsolete, whichever is sooner. [GRS 1, Item 29b].

*** Retention Period ***

TRN 5-3 *(continued)*

Case file material related to specific courses or programs sponsored by the Department.

(item 418a)

Originating office:

Destroy 1 year after superseded or obsolete.

(item 418b)

All other offices:

Destroy when superseded or obsolete.

TRN 5-4 Federal Agency Training

General material relating to courses and programs sponsored by other Federal agencies.

(item 419a)

Recordkeeping Copies:

Destroy when 5 years old or when superseded or obsolete, whichever is sooner. [GRS 1, Item 29b]

Case files of material related to specific courses or programs sponsored by other Federal agencies.

(item 420a)

Recordkeeping Copies:

Destroy when 5 years old or when superseded or obsolete, whichever is sooner. [GRS 1, Item 29b]

TRN 5-5 State Training

General material relating to courses and programs sponsored by States.

(item 421a)

Recordkeeping Copies:

Destroy when 5 years old or when superseded or obsolete, whichever is sooner. [GRS 1, Item 29b]

*** Retention Period ***

TRN 5-5 State Training *(continued)*

Case files of specific State-sponsored programs or courses.

(item 422a)

Recordkeeping Copies:

Destroy when 5 years old or when superseded or obsolete, whichever is sooner. [GRS 1, Item 29b]

TRN 5-6 Training Institutions

General material relating to courses and programs sponsored by training institutions such as; universities, colleges, and private industry.

(item 423a)

Recordkeeping Copies:

Destroy when 5 years old or when superseded or obsolete, whichever is sooner. [GRS 1, Item 29b]

Case files of specific programs or courses sponsored by private institutions.

(item 424a)

Recordkeeping Copies:

Destroy when 5 years old or when superseded or obsolete, whichever is sooner. [GRS 1, Item 29b]

TRN 7 TRAINING FACILITIES

Material relating to available training facilities including equipment used for training purposes.

(item 425)

Originating office:

Destroy when 3 years old.

EXCEPT: Purchase orders, requisitions, and the like used to acquire facilities. See PRP.

(item 425b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

TRN 8 TRAINEE ADMINISTRATION

Case files of individual employee training. Includes copies of individual training plans, course records, requests, authorizations, and completion forms.

EXCEPT: Official Agency files maintained in Official Personnel Folder.

EXCEPT: Fiscal copies. See FIS.

(item 402a)

Originating office:

Destroy when 3 years old.

(item 402b)

All other offices:

Destroy when 2 years old.

Employee training history listing.

(item 426a)

Originating office:

Destroy 2 years after employee leaves program or division.

(item 426b)

All other offices:

Destroy when 3 years old